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## **Vendor User Manual**

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## **1. INTRODUCTION**

The concept of the VendorLink web application is to go beyond simply providing vendor registration and solicitation information. The VendorLink web application provides management of vendors, their commodity codes, local/minority owned programs, solicitations, contracts, email notifications, user, and content management.

### **1.1 PURPOSE**

The intent of the VendorLink web application is to allow government procurement officials to manage their solicitations, contracts, and vendors. Standard functionality includes comprehensive search and reporting capabilities as well as document upload and customization of email notifications.

For vendors as well as staff, the application utilizes the common coding system established by the National Institute of Government Purchasing (NIGP) to properly identify the products and services required for categorization of solicitation documents.


### **1.2 TARGET AUDIENCE**

This manual is designed to provide Vendors with a tool to utilize the VendorLink web application effectively and efficiently.

### **1.3 ARCHITECTURE AND NAVIGATION**

The user interface architecture of the VendorLink web application is very simplistic, which makes it extremely user-friendly and easy to navigate. Most of the navigation through the site is performed in the top center of the web pages.

Once the user is logged in and depending on the role assigned, the links provided on the menu will vary.

 [Home](#) [Login](#) [Register](#) [Pricing](#) [Directory](#) [Bid Solicitations](#) [Contracts](#) [Help](#)

VendorLink

**WELCOME TO VENDORLINK**

VendorLink is a user-friendly Internet portal where businesses can sign-up to register and receive electronic email notification of upcoming solicitations as they become available. This online registration service allows suppliers to provide basic information about their business and to select specific commodity codes for the goods and services they provide.

When a solicitation matching those selections becomes available, the VendorLink portal sends an email notification to the email address provided during the registration process. This notification contains the link and information necessary for the solicitation to be viewed and downloaded. Suppliers can also use the registration information to receive announcements about business opportunities.

Use the links above to login to an existing account, register a new account, or reset the password on an existing account. Once you are registered, you can update your profile at any time.

Suppliers can view solicitations by selecting the Search Solicitations link above. To receive automatic notifications, VendorLink requires all suppliers to be registered by completing the supplier registration process.

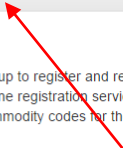
We appreciate your interest in doing business with VendorLink's registered agencies.

**Database Information**

Number of Agencies: **202**

Number of Solicitations: **15098**

Number of Vendors: **22970**



Main Menu

Page 4

7/13/2016

## 2. FEATURES

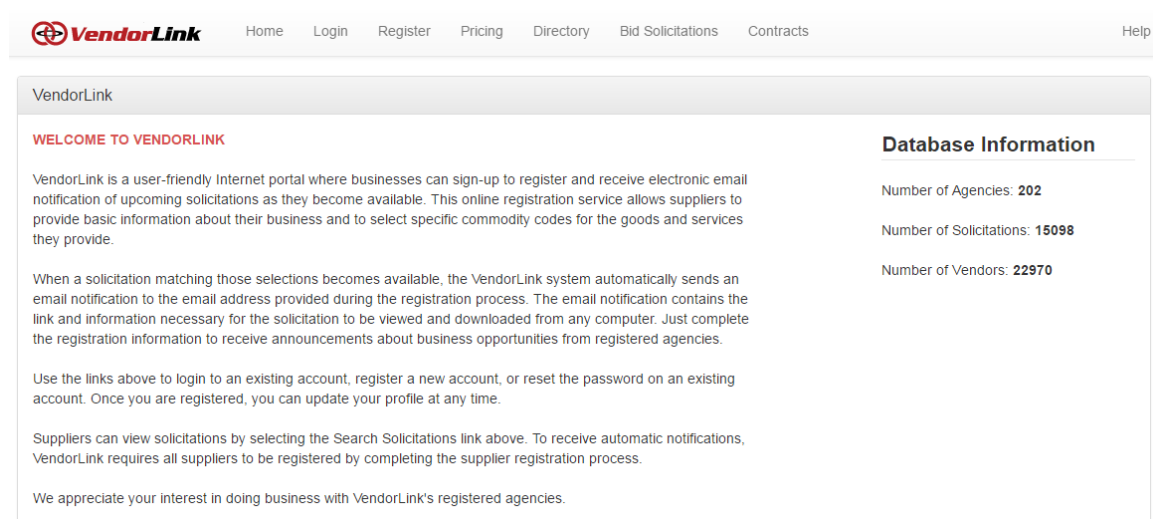
The VendorLink web application contains a list of features/sections which are listed based on a user's role in the VendorLink system.

### 2.1 VISITOR ACCESS

VendorLink users which have not been assigned an account or have not registered as a vendor are considered visitors to the site. This role does not use a username and password to access features located in the system.

#### 2.1.1 HOME

The VendorLink home page contains the main navigation links in the top center of the web page.

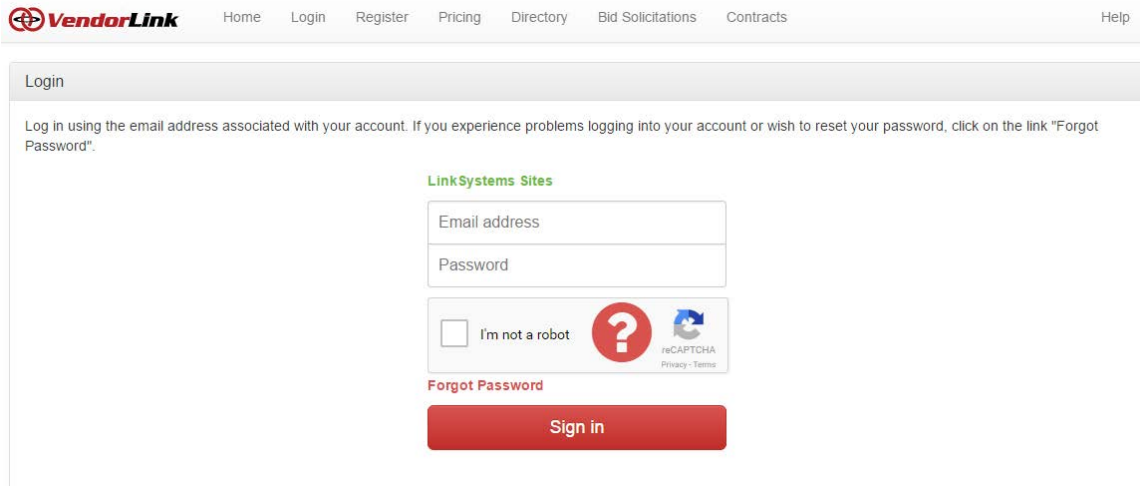


#### 2.1.2 LOGIN

For users that have registered as a vendor or been assigned an account, the login page is the point of entry to access internal web pages. The username consists of the email used to create the account. Once you have signed in, your main navigation menu will change to reflect your account access.

**NOTE: Vendors are required to click on the “I’m not a robot” checkbox in order to log into a VendorLink site. Staff users are not required to click on the checkbox.**

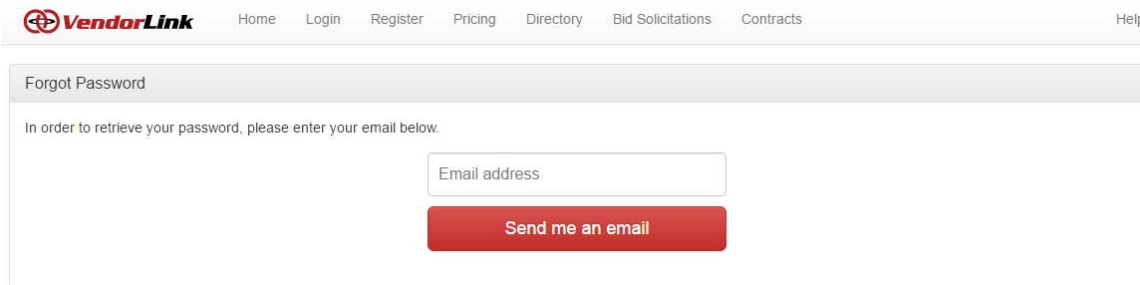
This tool was added to prevent screen scrapers from accessing information on VendorLink sites.



The screenshot shows the VendorLink website's login interface. At the top is a navigation bar with the VendorLink logo and links for Home, Login, Register, Pricing, Directory, Bid Solicitations, Contracts, and Help. The main content area is titled "Login" and contains instructions: "Log in using the email address associated with your account. If you experience problems logging into your account or wish to reset your password, click on the link 'Forgot Password'." Below this, there is a section labeled "LinkSystems Sites" with input fields for "Email address" and "Password". To the right of the password field is a checkbox labeled "I'm not a robot" and a reCAPTCHA widget. Below the input fields is a link labeled "Forgot Password" and a large red "Sign in" button.

### 2.1.3 FORGOT PASSWORD

A user that might forget their password can have a password generated for them. An email will be sent to the user's email account containing the new password.



The screenshot shows the VendorLink website's "Forgot Password" page. The navigation bar is identical to the login page. The main content area is titled "Forgot Password" and contains the instruction: "In order to retrieve your password, please enter your email below." There is a single input field labeled "Email address" and a large red button labeled "Send me an email" below it.

### 2.1.4 REGISTER

Vendors that want to receive automatic email notifications from the VendorLink application must register on the VendorLink site. To register, a vendor **MUST** complete the required items listed with a red asterisk. Once all the items have been entered, a terms and conditions pop up will appear. In order to register, a vendor must accept the agency(s) terms and conditions of their selected agency(s). After acceptance, the vendor

will be registered and automatically logged into the VendorLink system. Each of these tabs contains sections/fields that are further described in the Vendor manual.

**Register**

Enter all required information on each tab before clicking on the Submit button at the bottom of the Commodities tab. After you have completed the registration process, you will automatically be logged into the VendorLink system. \*Denotes a required field.

User\* → **Business\*** → Agencies\* → Commodities\*

Enter your user information. Your username will be the email address provided below. This will be the **Primary Contact** for the account. Additional contacts can be added after you have registered however the email address below will be the only one used for the login and notification process.

First Name\*

Last Name\*

Position

Address\*

Country\*

State/Province\*

County\*

City\*

Zip\*

Email Address\*

Confirm Email\*

Fax

Fax Ext

Mobile

Toll-Free Phone

Toll-Free Ext

Authorized Signatory for Submittals in Response to Agency Solicitations?\*  
☐ Yes ☐ No

Authorized Signatory for Agreements/ Contracts?\*  
☐ Yes ☐ No

Password\*

Confirm Password\*

## 2.1.5 DIRECTORY

The Directory is a searchable directory containing all registered vendors in the VendorLink system. In order to search by commodity codes (NIGP codes), first search the commodity codes given key word(s). A list of commodity codes will appear in the provided box. Mark the checkboxes in the box to search by commodity codes.

VendorLink

Home Login Register Pricing Directory Bid Solicitations Contracts Help

Directory

Search the Vendor Directory by entering the selected search terms and clicking on Search Directory.

Name of Business Entity or Individual First Name Last Name City

Country State County Zip

Advanced Search

Certification Type

- ☐ Certified Minority or Woman-owned Business
- ☐ Minority or Woman-owned Business Enterprise
- ☐ Certified Service Disabled Veteran-owned
- ☐ Service Disabled Veteran-owned Business

License State License Type

Search Codes [Browse Codes](#)

Find Commodity Codes

Select Commodity Codes Clear Commodity Codes

Commodity codes can be selected first

## 2.1.6 BID SOLICITATIONS OR CONTRACTS

If an agency elects to publicly display solicitations or contracts, those solicitations/contracts can be found by clicking on the **Bid Solicitations or Contracts** link in the navigation menu. The Agency drop down lists will only contain agencies that have decided to make their solicitations or contracts available to the public. Public users can select the criteria to search for then click on the Search Solicitations or Contracts button. If results are returned, users may view the details of the solicitation or contract by clicking on the view button of the selected solicitation. **Active** Solicitation documents however cannot be accessed without first registering on the site and logging in to access the documents. Once the Solicitation moves past the **Active** Status, the documents can be accessed without registering on the site.



**Bid Solicitations**

Search for Solicitations by entering the selected search terms and clicking on Search Solicitations.

**\*Only free agencies are listed below. To view other agencies, you must [sign in](#) or [register online](#).**

Agency <input type="text"/>	Broadcast Date Greater Than <input type="text"/>	Broadcast Date Less Than <input type="text"/>
Department (First select an agency above) <input type="text"/>	Due Date Greater Than <input type="text"/>	Due Date Less Than <input type="text"/>
Title <input type="text"/>	ID Number <input type="text"/>	Status <input type="text"/>
Scope of Services <input type="text"/>	Commodity Keyword <input type="text"/>	Fiscal Year <input type="text"/>
	Question End Date Greater Than <input type="text"/>	Question End Date Less Than <input type="text"/>
	Anticipated Award Date Greater Than <input type="text"/>	Anticipated Award Date Less Than <input type="text"/>

Page Count: ☒ 20 ☐ 50 ☐ 100    Sort by:

## 2.1.7 HELP

The VendorLink help web page contains the contact information and requested items that VendorLink Support will request when they receive an email.

**Help**

Help contact information is listed below.

**Technical Support**  
LinkSystems, LLC Support

[support@evendorlink.com](mailto:support@evendorlink.com)

Please include the following items when emailing Support:

- Name
- Company Name
- Phone Number
- Web address you are having a issue with (e.g. myvendorlink.com)
- Issue you are having

Average response time: **3 min.**

## 3.1 VENDOR ACCESS


VendorLink users that have registered as a vendor have access to login into the VendorLink system. These users can access solicitations, contracts, and documents provided by the agencies they have registered with. If a vendor downloads a solicitation document, the vendor becomes a planholder of the selected solicitation and will be notified automatically if changes to the solicitation are made. Vendors that select commodity codes during or after the registration process will have their codes matched to

the codes used in agency solicitations. These vendors will also be notified when a solicitation is broadcasted.

### **3.1.1 HOME**

The VendorLink vendor home page contains the main navigation links in the top center of the web page. In addition, vendors can select to view solicitations and contracts from the **Quick Links** menu:

- **All Active Solicitations** - All bid solicitations that have the Active status can be found here. The list will only include bid solicitations from agencies the vendor has registered with.
- **Matching Active Solicitations** - Active bid solicitations whose commodity codes match the commodity codes currently selected by the vendor. The list will only include bid solicitations from agencies the vendor has registered with.
- **Solicitations for which I have been Notified** - Solicitations for which a vendor has been notified. This list includes all bid solicitation notifications, whether the bid solicitation is Active or not.
- **Solicitations for which I am a Planholder** - Solicitations for which a vendor has downloaded a document and been added as a planholder.
- **Solicitations for which I am a Bidder** - Solicitations for which a vendor has submitted an Online Bid/Quote through VendorLink or been added to the Bidder list by an agency staff user.
- **Solicitations for which I am an Awardee** - Solicitations for which a vendor has been added to the Awardee list by an agency staff user.
- **Contracts for which I am an Awardee** - Standalone contracts for which a vendor has been added to the Awardee list by an agency staff user.


[Home](#)
[Logout](#)
[My Account](#)
[Directory](#)
[Bid Solicitations](#)
[Contracts](#)
[Help](#)

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Home

**Welcome to the VendorLink System**

From the VendorLink Home page, you can view current solicitations, manage your business account, review and modify commodity code selections and complete the agency requested forms. Some forms must be completed prior to doing business with certain agencies. Click on **"My Account"**, then **"Agency File Requests"** to download the electronic forms. Remember to keep your account updated regularly. Just click on the **"My Account"** link at the top of this page to change appropriate information.

**In order to participate in an agency's Local/Minority Owned Program, your business must first be certified or recognized by the selected agency. To register with an agency's Local/Minority Owned Program, go to "My Account", then "Local/Minority Owned Programs."**

**Bidding Opportunities**

Click on the link to the right, **"Matching Active Solicitations"**, to view a list of all solicitations which match the commodity code(s) you selected during the registration process.

The link, **"All Active solicitations"**, provides a complete list of all solicitations that are currently available.

The link, **"Solicitations for which I am a Planholder"**, provides a list of solicitations that have already been downloaded. Once you have downloaded a solicitation, you will also need to download all Addenda and notices separately.

**Remember, the recipient of any downloaded solicitation document from this website takes full responsibility for downloading all subsequent documents. Please read the [Disclaimer](#) for more information.**

**Quick Links**

- All Active Solicitations
- Matching Active Solicitations
- Solicitations for which I have been Notified
- Solicitations for which I am a Planholder
- Solicitations for which I am a Bidder
- Solicitations for which I am an Awardee
- Contracts for which I am an Awardee

### 3.1.1.1 ACTIVE, MATCHING ACTIVE, NOTIFIED, PLANHOLDER, BIDDER, AWARDEE SOLICITATIONS AND CONTRACT AWARDEE

Vendors that select one of the seven options from the **Quick Links** menu will be able to view solicitations or contracts by clicking on the view button for the selected solicitation or contract. Vendors are able to download the list of solicitations by clicking on the **Convert to Excel** button. The list of agencies in the drop down list depends on the agencies for which the vendor is registered with. This list can be modified by a vendor in the My Account, Agency Registration section.

**All Active Solicitations**

The following solicitations are currently active. Please be aware that solicitations may be associated with solicitation.

Select an agency  
Seminole County School Board

Total: 1 [Convert to Excel](#)

Agency	Number	Title	Status	Due Date
Seminole County School Board	16170002B-RC	24' Box Truck	Active	7/12/2016

**Quick Links**

- All Active Solicitations
- Solicitations for which I have been awarded
- Solicitations for which I am a Planholder
- Solicitations for which I am a Bidder
- Solicitations for which I am an Awardee
- Contracts for which I am an Awardee

After the solicitation is selected, documents may be downloaded by a vendor. Once a vendor downloads a document, they are **automatically** added as a **Planholder** of that solicitation. Solicitation planholders are notified of any changes to the solicitation via email. If a vendor would like to be removed from the planholder list, they will need to contact the bid solicitation agency or VendorLink Support.


**Documents**

Total: 1

Type	Name	Description	File Type
Invitation to Bid	16170002B-RC 24' Box Truck.pdf	Bid Document	PDF

### 3.1.1.2 ONLINE QUOTE/BID

Some agency bid solicitations created by agencies will allow the vendor to submit their quotes/bids online through the VendorLink site. If the bid solicitation has the **Online Quote/Bid** selection set to **Yes**, two buttons will be displayed to the vendor at the top of the View Solicitation page – **Create a Quote/Bid** and **I wish to NOT submit a Quote/Bid** (These may change to **Edit my Quote/Bid** or **View my Quote/Bid** and **View my Non-Submission** depending on the selection made by the vendor). These buttons will only be available when the bid solicitation is **Active**.

 Home Logout My Account Directory Bid Solicitations Contracts Help

View Solicitation

The selected solicitation details are below. For those Request for Quote and Invitation to Bid solicitations which have been marked as an Online Quote/Bid, the system will allow you to create/edit and submit an online quote. If you wish to not submit a quote/bid on these Online Quote/Bid solicitations, click on the "I wish to not submit a quote" button.

Close

Create a Quote/Bid I wish to NOT submit a Quote/Bid

Agency	VendorLink
Status	Active
Fiscal Year	2016
Primary Contact	Department Support
Secondary Contact	
Title	this is a test of the D-RFQ process
Number	PRFQ-16-0006-DS
Type	Request for Quotation
Online Quote/Bid	Yes

Online Quote/Bid has been selected as Yes

If a vendor wishes to submit a quote/bid, the **Create a Quote/Bid** must be selected.

**Please note the following:**

1. The status of the Quote/Bid is located at the top of the page.
  - a. None - The Quote/Bid has not been saved in the VendorLink system.
  - b. Draft - The Quote/Bid has been saved as a draft. A Quote/Bid that is in Draft status will not be included in the final tally of submissions.
  - c. Submitted - The Quote/Bid has been saved and submitted to the agency and will be included in the final tally of submissions.

Quote/Bid Status

None

2. If line items are present in the Quote/Bid Items Requested table, there exists 3 statuses for and item.
  - a. White/Light Gray background - The item has not been changed since the bid solicitation has been Active.
  - b. Yellow background - The item has been changed since the bid solicitation has been Active.

- c. Red background - The item has been deleted since the bid solicitation has been Active and the item cannot be bid on. This item will not be included in any sub-totals or totals.**

## Status of Quote/Bid Items Requested

Items with a yellow background have been modified by the agency after the original Broadcast Date and Time.

Items with a red background have been removed by the agency after the original Broadcast Date and Time and cannot be edited. These items will not be included in the sub-total or total.

- 3. If line items are present in the Quote/Bid Items Requested table, a spreadsheet will be provided to the vendor containing a list of the items. Directions on how to use the spreadsheet are provided on the page.**

## Quote/Bid Spreadsheet

Quote/Bid Items Spreadsheet	<a href="#">VendorLink.xls</a>	Directions for using the Quote/Bid Items Spreadsheet	<a href="#">Directions.pdf</a>
Upload Quote/Bid Items Spreadsheet	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>		

- 4. If line items are present in the Quote/Bid Items Requested table and the Required checkbox is selected, that item must have a unit price entered by the vendor. If the price entered is \$0.00, then a reason must be selected from the dropdown provided.**

## Quote/Bid Items Requested

Total: 1

Agency Item Description	Vendor Item Description	Unit Price	Extended Price
<b>Required:</b> <input checked="" type="checkbox"/> <b>Make:</b> <b>Model:</b> <b>Description:</b> Service Description <b>Quantity:</b> 1 <b>Unit of Measure:</b> hour <b>Brand Name/Equal Value/Service:</b> Service	<b>Make:</b> <input type="text"/> <b>Model:</b> <input type="text"/> <b>Description:</b> My Description <input type="text"/>	<input type="text" value="\$ 0.00"/> *Select reason below if \$0.00 <input type="text" value="No Bid"/> <input type="text" value="No Charge"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
<b>Sub-Total:</b> \$0.00 <b>Shipping:</b> <input checked="" type="radio"/> Shipping Included <input type="radio"/> Shipping Extra		<b>Total:</b> \$0.00	

5. If line items are present in the Quote/Bid Items Requested table and the Brand Name/Equal Value/Service option is “Brand Name or Equal Value” or “Service,” the Make, Model and Description can be entered by a vendor. If the “Brand Name Only” option is selected, then only the Unit Price can be entered.
6. If line items are present in the Quote/Bid Items Requested table and unit prices have been entered by a vendor, the Extended Price, Sub-Total and Total are automatically calculated by the VendorLink System. The Extended Price is the product of the Quantity listed for an item multiplied by the Unit Price provided by the vendor. The Sub-Total is the sum of all the Extended Prices and the Total is the sum of the Sub-Total and Shipping Price.
7. If line items are present in the Quote/Bid Items Requested table and the cost of shipping is not included in the price of the items, a vendor can enter the price of shipping by selecting the Shipping Extra radio button and entering a price of shipping.

**Sub-Total: \$0.00**

**Shipping:**

☐ Shipping Included ☒ Shipping Extra

If shipping is extra, a shipping price is required

**Total: \$0.00**

8. The Quote/Bid can be edited up until the Due Date/Time is met for the bid solicitation.
9. The vendor must select whether they can or cannot meet a delivery date, accept any shipping requirements, terms and conditions, and payment methods.

**10. If a list of Vendor Files is provided to a vendor, the vendor must upload each document before a vendor can submit their Quote/Bid.**

**Delivery Date**

10 Day(s)  
After Receipt of Order

**Vendor Delivery Date\***

☒ Can Meet Delivery Date  
☐ Cannot Meet Delivery Date

Day(s)  
After Receipt of Order

**Shipping**

FOB Destination

**Vendor Shipping\***

☐ Accept Shipping Requirement

**Terms and Conditions**

See [Terms and Conditions](#)

**Vendor Terms and Conditions\***

☐ Accept Terms and Conditions

**Payment**

☒ Payment Terms ☐ Payment Term Discount

**Vendor Preferred Payment Method\***

(Select all that apply)

☐ Credit Card  
☐ Electronic Funds Transfer  
☐ P-Card  
☐ Purchase Order

**Vendor Files**

The following files are required before a submission is made:

Literature  
List of References  
Drug Free Workplace Certification  
Debarment Form  
Certificate of Insurance

1. Select a file type:  
(Leave blank if the file type is not listed)

☐ Certificate of Insurance  
☐ Debarment Form  
☐ Drug Free Workplace Certification  
☐ List of References  
☐ Literature

**11. To submit the final Quote/Bid, vendors must click on the Submit button at the bottom of the page. The VendorLink system will verify all the required items are entered before a Quote/Bid can be considered Submitted.**

### 3.1.2 DIRECTORY


[See 2.1.5.](#)

### 3.1.3 MY ACCOUNT

Vendors have the ability to manage their account settings by selecting the My Account link in the main navigation menu. Vendors may modify the agencies they have registered



with, agency file requests, commodity codes, company information, contact information, password and local/minority owned programs, contractor for construction information, external information from registered agencies and cancel their account.


[Home](#)
[Logout](#)
[My Account](#)
[Directory](#)
[Bid Solicitations](#)
[Contracts](#)
[Help](#)

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My Account

To change your agency registration, commodity registration, company/contact information or password, please select one of the links below.

<b>Agency Registration</b> Register to access and receive bid solicitation and contract notifications from agency(s). Payment history is available for vendors that have selected the paid subscription service.
<b>Agency File Requests</b> Some VendorLink agency(s) request additional documentation (U.S. Internal Revenue Service (IRS) forms W-9 or W-8, Conflict of Interest, Local/Minority Owned Programs, etc.) from its vendors. The documents are provided by these agency(s) and can be downloaded and uploaded to VendorLink.
<b>Commodity Codes</b> Commodity Codes are used by VendorLink to match bid solicitations with vendors. When a match is found, the vendor will be notified of the bid solicitation when the bid becomes active. The vendor will also be notified if the codes are changed and an active bid solicitation is found.
<b>Company Information</b> Company information entered is used by agencies and VendorLink to populate U.S. Internal Revenue Service (IRS) forms W-9 or W-8. This information will also be available in the Directory.
<b>Contact Information</b> Vendor are able to have multiple contacts in VendorLink however only one account will be allowed to log in and receive notifications. This contact is labeled as the Primary contact.
<b>Change Password</b> The credentials used to log into the VendorLink account can be modified at any time. The credentials will only work on the VendorLink site the user is currently on. Other VendorLink sites may have different credentials.
<b>Local/Minority Owned Programs</b> Some agencies manage their Local/Minority Owned Programs (LMP) through the VendorLink site. If the vendor meets an agency's requirement for a LMP, a vendor can choose to let the agency know they meet the requirements. This may require additional documentation and is dependent on the requesting agency.
<b>Contractor for Construction Information</b> Contractor for construction information can be entered into VendorLink. This includes a vendor's bonding capacity and state license information, if applicable.
<b>Access Information from Registered Agencies</b> Some agency(s) issue VendorIDs to vendors in order to allow them to retrieve information from their databases. If an agency a vendor has registered with has issued these VendorIDs, reports such as invoice data can be access from VendorLink.
<b>Cancel Account</b> Cancelling the VendorLink account will prevent a vendor from receiving bid solicitation and contract notifications. It will also prevent the vendor from logging in and accessing bid solicitation and contract documents.

### 3.1.3.1 AGENCY REGISTRATION

Vendors are able to select the agencies they register with by state, county and agency by clicking on the provided checkboxes.

**Please note the following:**

- 1. Myvendorlink.com allows agencies to be selected only if the agencies are listed as free otherwise the county or state must be selected.**
- 2. Myvendorlink.com contains both free and subscription based agencies.**

### 3. Agency specific sites (vendorlink.cityoforlando.net, vendorlink.osceola.org, etc.) only have free agencies.

Once the agencies are selected, terms and conditions associated with the selected agencies must be accepted before the registration process is completed. Some agencies issue VendorIDs to vendors. If an agency issues these VendorIDs, vendors may enter them in the provided textboxes. If an agency does not issue VendorIDs, it will not be listed.

The screenshot shows the VendorLink website interface. At the top, there is a navigation bar with links: Home, Logout, My Account, Directory, Bid Solicitations, Contracts, and Help. Below the navigation bar, there are two buttons: "Select ONLY free agencies" and "Clear All Agencies".

On the left side, there is a list of agencies with checkboxes and counts:
 

- ☒ FL (30 counties)
- ☒ GA (16 counties)
- ☒ MO (1 counties)
- ☒ TN (8 counties)
- ☒ Davidson (2)
- ☒ Hamilton (2)
- ☒ Knox (2)
- ☒ Madison (2)
- ☒ Montgomery (1)
- ☒ Rutherford (2)
- ☒ Shelby (2)
- ☒ Williamson (2)

 A red arrow points from a text box to the "Hamilton (2)" entry.

A text box with the text "Vendor selects the agency(s) they want to register with" has a red arrow pointing to the "Hamilton (2)" entry in the list.

Below the agency list, there is a Braintree logo with the text "Secure Payments".

Below the Braintree logo, there is a table with the following headers: Transaction ID, Transaction Type, Amount, Payment Method, and Transaction Date.

Below the table, there is a red text prompt: "The questions below pertain to vendors who register with agencies located in Florida:"

Below the prompt, there is a question: "Are you a member of law enforcement (active or former), a firefighter, judge or any other protected status as defined by Section 119.071(4)(d), Florida Statutes? (This information will assist us in keeping your data secure from public records requests.)" with radio buttons for "Yes" and "No".

Below the question, there is a text prompt: "If you answered yes to the question above, please list the name of the agency(s) below separated by a comma(,):" followed by a text input field.

Below the text input field, there is a text prompt: "Please provide your Secretary/Department of State, Division of Corporations - Registration/Document Number below:" followed by a text input field.

#### 3.1.3.2 AGENCY FILE REQUESTS




Some agencies require their registered vendors to download, fill out, sign and/or notarize documents. These documents can be downloaded and uploaded on the VendorLink web by selecting the My Account, Agency File Request link. To download any of the files being requested, click on the download button in the top table.

**VendorLink** Home Logout My Account Directory Bid Solicitations Contracts Help

### Agency File Requests

A list of Files requested from the agencies you have selected to register with are below. Once you have downloaded the files, you may upload them here. You may edit and delete these files at any time.

Download agency documents

Agency	Vendor Selected Category	Vendor Selected Code	Agency Requested File Description	File Requested	File Type
City of St. Cloud			W-9 Form must be completed prior to conducting business with the City of St. Cloud. To download the form, please click on the Agency File Requests link after closing this window. Once the form has been completed, it must be uploaded at the same location on this website. Please ensure that all information matches exactly as shown on your income tax return or as registered with the Internal Revenue Service (IRS).	City of St. Cloud W-9 Form	PDF 
City of Winter Park			Form W-9 must be completed prior to conducting business with the City of Winter Park. To download the form, please click on the Agency File Requests link after closing this window. Once the form has been completed, it must be uploaded at the same location on this website. Please ensure that all information matches exactly as shown on your income tax return or as registered with the Internal Revenue Service (IRS).	City of Winter Park IRS W-9 Form	PDF 
Keys Energy Services			Form W-9 must be completed prior to conducting business with Keys Energy Services. To download the form, please click on the Agency File Requests link after closing this window. Once the form has been completed, it must be uploaded at the same location on this website. Please ensure that all information matches exactly as shown on your income tax return or as registered with the Internal Revenue Service (IRS).	Keys Energy Services IRS W-9 Form	PDF 

To upload agency specific documents, click on **Upload Agency File Request** in the My Agency Requested Files section on the My Account, Agency File Request page.

\*PDF files require Adobe Reader to view.



My Agency Requested Files  
[Upload Agency File Request](#)

Click link to upload documents

Files have not been uploaded.

Select the agency whose file is to be uploaded, select the agency file requested, and then select the file to be uploaded. Once the file is uploaded, it will be displayed in the bottom table of the My Account, Agency File Request page.

**VendorLink** Home Logout My Account Directory Bid Solicitations Contracts Help

### Upload Agency File Request

Select the Agency whose file you will be uploading then select the name of the file requested. Click on the browse button to select the file you would like to upload. When completed, click on the Submit button below to upload the file. You may edit and delete these files at any time.

Agency*	City of St. Cloud
Agency File Requested*	City of St. Cloud W-9 Form
Vendor Selected Category	
Vendor Selected Code	
Agency Requested File Description	W-9 Form must be completed prior to conducting business with the City of St. Cloud. To download the form, please click on the Agency File Requests link after closing this window. Once the form has been completed, it must be uploaded at the same location on this website. Please ensure that all information matches exactly as shown on your income tax return or as registered with the Internal Revenue Service (IRS).
Upload File*	<input type="button" value="Choose File"/> No file chosen

### 3.1.3.3 COMMODITY CODES

Vendors are able to select the commodity codes (NIGP codes) associated with their organization's products/services. The vendor commodity codes selected will be matched with solicitation commodity codes. If a match is made, the vendor will be notified by email.

The screenshot shows the VendorLink interface for managing commodity codes. At the top, there are navigation links: Home, Logout, My Account, Directory, Bid Solicitations, Contracts, and Help. Below the navigation bar, there are two tabs: 'Search Codes' and 'Browse Codes'. A red arrow points from the 'Browse Codes' tab to a text box that says 'Vendors can search for codes or view codes by category in alphabetical order'. Below the tabs, there is a search bar and a 'Find Commodity Codes' button. A red arrow points from the search bar to the same text box. Below the search bar, there are 'Helpful Hints' and a list of instructions. A red arrow points from the 'Find Commodity Codes' button to a text box that says 'Vendors add codes to their Current Commodities by clicking here after they have selected a code'. Below the search bar, there is a table of 'Current Commodities' with columns for 'Select', 'Commodity Code', and 'Commodity Description'. A red arrow points from the 'Current Commodities' table to a text box that says 'Vendors can remove codes individually or by selecting multiple codes'. Below the table, there are buttons for 'Select Commodity Codes', 'Clear Commodity Codes', and 'Remove Multiple Commodity Codes'. The table contains two rows of data:

Select	Commodity Code	Commodity Description
<input type="checkbox"/>	257-67	Missile Subsystems (Including Boosters, Warheads, Pin Pullers, Jet Reaction Control Assy)
<input type="checkbox"/>	257-50	Missiles, Air to Air (Guided)

### 3.1.3.4 COMPANY INFORMATION

Vendors are able to modify their company information by entering the required information. The VendorLink ID is found on the bottom right side to the page.

**VendorLink** Home Logout My Account Directory Bid Solicitations Contracts Help

### Company Information

Please ensure all relevant information has been entered before submitting.

**Enter your NAME(s) exactly as shown on your income tax return or as registered with the U.S. Internal Revenue Service (IRS).**  
This information must match the similarly designated fields on your completed Form W-9 or appropriate Form W-8.

Name of Business Entity or Individual*	Tax ID Type*
Test Company	FEIN
Doing Business As (DBA) Name	Tax ID Number*
	12-3456789
Address* (Same as Primary Contact?) <input type="checkbox"/>	Business Entity Type
12 Address Drive	
Country of Incorporation/Organization*	Vendor/Supplier Type
United States	
State/Province of Incorporation/Organization*	Number of Employees
Florida	
County*	
Orange	
City*	
Orlando	
Zip*	
32826	
Website Address	
Date Established	

VendorLink ID

Accept Direct Deposit? ☐

Accept Credit Card? ☐

VendorLink ID  
12272

### 3.1.3.5 CONTACT INFORMATION

Vendors are able to add and modify their contact information by entering the required information. **Any changes to the Primary account email address will change the username used to log into the VendorLink web application. The Primary contact type is the only contact that will be notified and the only user that is allowed to log into the site. Other contact types are for informational purposes only.**

**VendorLink** Home Logout My Account Directory Bid Solicitations Contracts Help

### Contact Information

Please ensure all relevant contact information has been entered before submitting.

**Contact Type Primary**

First Name*	Phone*
Test	(407) 123-4567
Last Name*	Phone Ext
User	
Position	Fax
	Fax Ext
Address*	Mobile
12 Address Drive	
Country*	
United States	
State/Province*	
Florida	
County*	
Orange	
City*	
Orlando	
Zip*	
32826	
Email Address*	Agency Solicitations?*
sample@myvendorlink.com	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Authorized Signatory for Agreements/ Contracts?*
	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Confirm Email*

Modifying the Primary contact's email address will modify the username used to log into the system

### 3.1.3.6 CHANGE PASSWORD

Vendors are able to modify their password by first entering their existing password, then entering their new password twice to confirm the new password.

Change Password

In order to change your password, please enter your current password, followed by the new password

Old Password\*

New Password\*

Confirm New Password\*

Enter old password, then new password twice

### 3.1.3.7 LOCAL/MINORITY OWNED PROGRAMS

Vendors are able to select and modify their Local/Minority Owned Programs (LMP) based on the agencies they have registered with. Lists of LMPs are displayed by category. Individual LMPs will be displayed based on the agencies the vendor has registered with.

Local/Minority Owned Programs

If you'd like to participate in a Local/Minority Owned Program, please select any of the programs below in which the vendor/company meets the criteria. Once you have registered, you may have to complete an Application for Reciprocity in the Local/Minority Owned Program(LMP).

Is this a local vendor as defined by at least one of the definitions below? ☐ Yes ☐ No

☐ **City of St Cloud - Local Vendor:** (A firm which has its headquarters, manufacturing facility, or locally-owned facility within the legal boundaries of the State of Florida for at least one (1) year immediately prior to the issuance of the request for reciprocity; or maintains a required business license by a jurisdiction located in the State of Florida; or employs thirty percent (30%) or more full time employees whose primary residence is located within the legal boundaries of the State of Florida; or the Owner/Principal of the business maintains a primary residence within the legal boundaries of the State of Florida.)

☐ **Volusia County School Board - Local Vendor:** Florida Owned Business Enterprise

Is this a Certified Minority-owned Business Enterprise (CMBE) as defined by at least one of the definitions below? ☐ Yes ☐ No

☐ **City of St Cloud - African-American:** (a male having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin, whose "minority business enterprise" has been certified by the State of Florida, Department of Management Services, Office of Supplier Diversity, as a "certified minority business enterprise" pursuant to Section 288.703, Florida Statutes, in accordance with Section 287.0943, Florida Statutes.)

☐ **City of St Cloud - Asian-American:** (a male having origins in any of the Asian peoples of the Indian Subcontinent, or the Pacific Islands, regardless of cultural origin, whose "minority business enterprise" has been certified by the State of Florida, Department of Management Services, Office of Supplier Diversity, as a "certified minority business enterprise" pursuant to Section 288.703, Florida Statutes, in accordance with Section 287.0943, Florida Statutes.)

☐ **City of St Cloud - Hispanic-American:** (a male of Spanish, Mexican, Puerto Rican, Cuban, or other Hispanic or Latino descent, regardless of race, whose "minority business enterprise" has been certified by the State of Florida, Department of Management Services, Office of Supplier Diversity, as a "certified minority business enterprise" pursuant to Section 288.703, Florida Statutes, in accordance with Section 287.0943, Florida Statutes.)

☐ **City of St Cloud - Native American:** (a male who has origins in any of the Indian tribes of North America prior to 1800, upon presentation of proper documentation thereof as established by rule of the Department of Management Services, whose "minority business enterprise" has been certified by the State of Florida, Department of Management Services, Office of Supplier Diversity, as a "certified minority business enterprise" pursuant to Section 288.703, Florida Statutes, in accordance with Section 287.0943, Florida Statutes.)

☐ **Orlando Utilities Commission:** Defined as a business firm whose principal place of business is at least 51 percent (51%) owned by minority group members, or in the case of a publicly owned business, at least 51 percent (51%) of the stock of which is owned by minority group members. The minority ownership must exercise actual day-to-day management and control of the business. The MBE must have been formally certified by an official certifying entity.

☐ **Volusia County School Board - CMBE:** Certified Minority-owned Business Enterprise

Select Yes/No option first for each question

If Yes option is selected, a checkbox must also be selected in the corresponding LMP

### 3.1.3.8 CONTRACTOR FOR CONSTRUCTION INFORMATION

Contractor for construction information such as bonding capacity and licenses can be entered in the My Account, Contractor for Construction Information page. To enable the page, click on the **Edit** button. This information is optional and can be verified by the agencies the vendor has registered with. License information will be shared with other vendors however bonding capacity and any claims will not be shared with vendors.

Contractor for Construction Information

Please enter the Contractor for Construction information below. When entering state licenses, please add the licenses that pertain to the state in which the agencies you have registered with are located.

\*Note: Some agencies will require documentation in addition to submitting this information. To download/upload additional documentation, please click on the Agency File Requests link above.

Submit to Agencies Edit Save Draft Information

Are there any existing claims against your company?  
☐ Yes ☐ No

Bonding Capacity

Click Edit to enable the page

\*Add your state license information below for the agencies you have registered with.

License State

License Type

License Number

License Expiration Date

Add License

Licenses  
 Total: 0

### 3.1.3.9 ACCESS INFORMATION FROM REGISTERED AGENCIES

Some agencies issue VendorIDs to vendors in order to allow vendors to retrieve information from their external databases. If an agency a vendor has registered with has issued VendorIDs and the vendor has entered their Agency Issued VendorID on the My Account, Agency Registration page, a table of reports will be displayed on the web page. To view the selected report, click on the link provided. Some reports might require additional entries such as dates. Enter them in the provided textboxes. For date entries, the date must be in the following format: MM/DD/YYYY

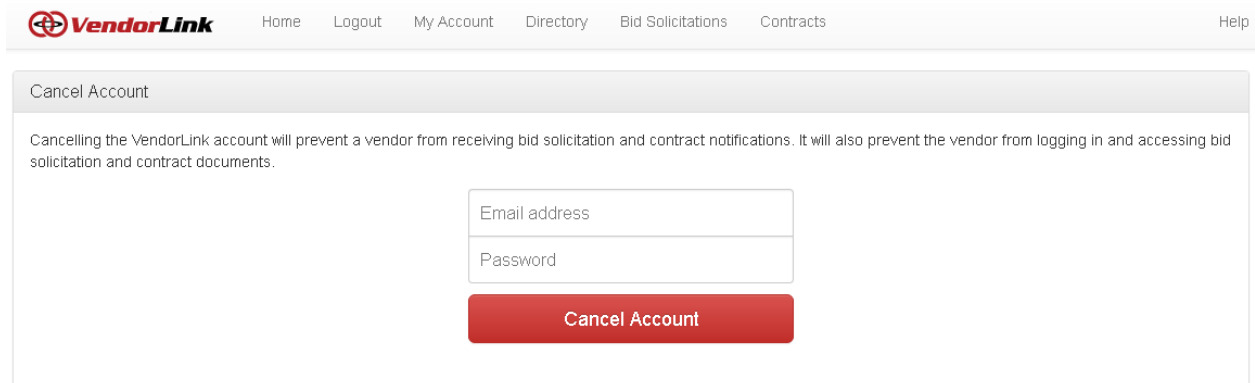
Some agencies issue VendorIDs to vendors in order to allow vendors to retrieve information from their database and you have entered your Agency Issued VendorID, a table of reports will be displayed below. To view the reports, you may need to enter additional entries such as dates. Enter them in the provided textboxes.

\*For date entries, please enter the date in the following format: MM/DD/YYYY

Agency	Report Name
Osceola County School Board	Show Me My POs and My Invoices

### 3.1.3.10 CANCEL ACCOUNT

Vendors can choose to cancel their VendorLink account. Cancelling the VendorLink account will prevent a vendor from receiving bid solicitation and contract notifications. It will also prevent the vendor from logging in and accessing bid solicitation and contract documents. To cancel the account, a vendor will have to enter their email address and password and click on the Cancel Account button. Doing so will cancel the account and automatically log the vendor out of the VendorLink site. If the vendor wants to renew their account, they will have to contact VendorLink Support.



**Cancel Account**

Cancelling the VendorLink account will prevent a vendor from receiving bid solicitation and contract notifications. It will also prevent the vendor from logging in and accessing bid solicitation and contract documents.

Email address

Password

**Cancel Account**

### 3.1.4 BID SOLICITATIONS

[See 2.1.6.](#)

### 3.1.5 CONTRACTS

[See 2.1.6.](#)

### 3.1.6 HELP

[See 2.1.7.](#)